

14 August 1952

REPORT FOR THE WEEK OF 11 - 15 AUGUST

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To:

From:

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1. Completed the first CIA Human Resources Program course in ORR for the AD, his staff, and the division chiefs. Enrolment: for four one-hour discussions and a one-half hour conference with each individual.

I felt that this was a very satisfactory beginning. The material seemed to get over. The reception was extremely cooperative.

Plans for the continuation of this program down through the branch chiefs, section chiefs, and unit chiefs have not yet been worked out.

2. With . I have visited the Evaluations Officers in OCD, ORR, OCI, OSI, I&SO, to date, to make preliminary arrangements for the Personnel Evaluation Report training program.

We have scheduled a meeting for Friday 22 August at 9:30 a.m. in Room 117 Central Building for a basic briefing for all Evaluations Officers and temporary training officers for this program in DDI, DDA, Training, and Commo. Training meetings will commence in these offices after 2 September. We will conduct as many as three meetings in each major office; the balance of the meetings necessary will be conducted by the temporary training officer for the P. E. R. training program.

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There should be no problem in finishing up the training planned by the deadline date, 31 October.

YOUR PERSONNEL EVALUATION REPORT, the instructional leaflet for this program, should begin to come off the press by Wednesday afternoon, 20 August. This leaflet is the key element in the P. E. R. training program and will be given out for the first time at the meeting on Friday, the 22nd.

25 YEAR RE-REVIEW

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